

**Draft Minutes
James City Regional LHRC
January 18, 2013**

Members Present: Cheryl Jones-Chair, Richard Cottingham

Member Absent: Lisa Thatcher and Shenita Brown

Others Present: Mr. Reginald Daye – DBHDS, Kendra Berry- Fam Matters, Gail Gay -Elam House/DSFAP, Elmira King - Milestone Counseling, Dianca Burton- 1Life 1Love, Inc., Vanessa Futrell -1Life1Love, Princetta Wooten – TTASP, Timothy Russell – State Human Rights Committee, and Ms. Diane Cooper – Visitor

Providers Absent: None

Announcement: Mr. Richard Cottingham decided to delay calling the meeting to order until another member arrived. The applicant for membership on the committee was present. In order not to inconvenience the applicant, Mr. Cottingham conducted the interview on behalf of the LHRC.

Closed Session: Mr. Richard Cottingham, member of the LHRC cited VA. Code section 2.2-3711A in order to go into closed session to conduct an interview for membership. Mr. Cottingham came out of closed session and certified that the only thing that took place while in closed session was the interview. Richard Cottingham announced that he is recommending to the State Human Rights Committee Ms. Diane Cooper for membership on the LHRC.

Call to Order: Ms. Cheryl Jones-Chair of the LHRC arrived and called the meeting of the James City Regional LHRC to order at 9:40am. She announced that the LHRC would function as a two member subcommittee and allow the Provider affiliates to present their 4th quarter and 2012 annual reports.

Adoption of Agenda: A motion was made, seconded and approved to adopt the agenda for the meeting.

Approval of Minutes: Minutes from the 10/19/12 meeting were deferred until the rescheduled meeting is held.

Public Comments: None

New Business: 1. Mr. Timothy Russell, Member of the SHRC addressed the LHRC and the program affiliates concerning the providers' regulatory responsibility to support the LHRC, which includes membership recruitment. Mr. Russell presented each affiliate with a copy of a letter from the SHRC expressing the above noted.

2. The rescheduled meeting of the James City Regional LHRC will be held on February 8, 2013 at 9:00am.

Standard Reporting:

1. Affiliates gave the following reports:
 - i. **Family Matters-** They gave their report at the meeting, but they have not submitted a copy of their Quarterly or Annual report to the Secretary.
 - ii. **Elam House-** – Have not submitted or presented their 4th Quarterly or 2012 Annual report to the LHRC.
 - iii. **DSFAP-** They gave their report at the meeting, but they have not submitted a copy of their Quarterly or Annual report to the Secretary.
 - iv. **Milestone Counseling Services-** Currently licensed. Licensing agent – Gail Schreiner. 51 census, 0 reports of allegations of abuse/neglect, 0 total counts by type and 0 total counts by how occurred. 6- complaint case/resolutions, for this quarter.
 - v. **1Life1Love, Inc.** - They gave their report at the meeting, but they have not submitted a copy of their Quarterly or Annual report to the Secretary.
 - vi. **Tidewater Therapeutic** – Still waiting to be licensed.

At 11:00 a.m. the Local Human Rights Committee voted to go into closed session to Va. Code- 2.2-3711A for the purpose of hearing abuse and complaints reported for DSFAP and Milestone Counseling Services.

The committee voted to come out of closed session at 11:40p.m... Upon entering in open session each member certified that the only thing discussed while in closed session were the abuse and complaints for the above noted programs. There were no recommendations.

Next Meeting: 2/8/2013- 9:00 a.m. at 758 Maguire Place, Unit A- Newport News, VA.

Adjourned: The meeting was adjourned by Richard Cottingham at 11: 50 a.m.

Typed by James City Regional LHRC Support Secretary _____
Sara Sims

James City Regional LHRC Chair _____
Cheryl Jones